## Maryland Department of Public Safety & Correctional Services
# Human Resources Services Division

*Martin O'Malley*
Governor

*Anthony G. Brown*
Lt. Governor

*Gary D. Maynard*
Secretary

*John N. Flynn*
Executive Director

# *Recruitment & Examination Announcement*
## CONTRACTUAL POSITION
## (NO PAID BENEFITS)

**Recruitment For** :  **DP PRODUCTION CONTROL SPECIALIST, LEAD (0434)
                        GRADE 12**

**Salary:**             **$15.39 hourly**

**Closing Date:**       **January 16, 2009**

**Position Duties**:    This position is the lead level of work in scheduling, controlling
                        input and output and maintaining a multi-media library to process
                        data on multipurpose multi-tasking computer systems related to
                        inmate health services, with a focus on the services of infectious
                        disease programs.  This position will assign, review and approve
                        the work and train lower-level DP Production Control Specialists
                        in the field working for the contracted medical services provider
                        throughout the DPSCS statewide correctional facilities, under the
                        Office of the Secretary Treatment Services Program for the Office
                        of Inmate health Services.

**Minimum Qualifications:**

**Education:**      Graduation from an accredited high school or possession of a high
                    school equivalency certificate.

**Experience:**     Three years of experience scheduling or setting up data processing
                    jobs for production, controlling data input and output or
                    maintaining a tape library for multipurpose, multi-tasking
                    computers.

**Note:**           Experience operating computer equipment for the purpose of data
                    entry, word processing or maintaining information or performing
                    clerical work involving reconciliation of data may be substituted
                    on a year-for-year basis for the required education.

**Mail State Application (MS100 Form) to:**
**MD Department of Public Safety & Correctional Services**
**Attn: D. Croxton**
**Personnel Services Unit**
**6776 Reisterstown Road**
**Suite 309**
**Baltimore, MD 21215-2342**

Application forms (MS100) may be obtained from the Department of Budget and Management, 300 W. Preston Street, First Floor, or downloaded from www.dbm.maryland.gov.

**Equal Opportunity/ADA Employer**